



Evening Venue Manager

Common Ground needs venue managers for 2 central evening programme spaces over the duration of the camp. Both will be open on the same evenings but only on alternate days. This makes a total of 5 1/2 nights (the first night is only a half night and there will be evening programme for both of the last two nights). Both spaces will be alcohol free as there will be a separate space on camp where people can buy and drink alcohol. Please see the separate role description if you wish to apply for the alcohol space.

Decisions on the opening and closing times for these spaces have not been finalised. We have decided to prioritise the needs of under tens of this camp so neither will be for partying late into the night. You are encouraged to include how you will balance the needs of under tens and adults who want to party in your application.

We are looking for a person or a small team of people to manage each of these two spaces:

Space 1

Larger, possibly outdoors, opening ceremony and closing ceremony, finishing earlier in the evening, more child (under 10) focussed

Space 2

Indoors, smaller capacity, later finish but not very late, teenagers upwards, louder space but well controlled as this is a camp mainly for under tens.

Expectations and responsibilities:

Before Camp

- Work closely with central programme team to realise a shared vision for your space that embodies Woodcraft Folk and IFM-SEI aims and principles
- Some contacts with bands/performers to book
- Mostly, you will receive contacts from other programme volunteers and oversee booking them
- Plan decoration and atmosphere of these very big spaces



- Decide timings and running orders for each night
- work with production to plan lighting, sound and staging and ensure it is correct for the booked performers
- work with the Common Ground board and staff members to ensure visitors are managed safely while on site
- communicate about woodcraft safeguarding with external performers and get them to sign the agreement
 - Get DBS certificates where possible
- manage a tight budget
- work with central programme tents to see if performers can also run workshops and vice versa (central programme tents will be open on the same days as evening programme)
- Also work with central programme tents to encourage young people who have performed in workshops to perform in the evenings as well
- Attend pre-camp on the site on 29-31st May 2020

During Camp

- Attend Common Ground 1-11th August 2020
- meet performers when they arrive, make sure they have what they need and look after them while on site.
- safeguarding responsibilities:
 - escort visitors without DBS checks around site
- liaise between production and programme
- At least one of you must stay up until the end of each night
- coordinate cleaning and tidying the space before the next time it's used

Optional and not expected

- Plan opening and closing ceremonies (we may find other people to do this)
- Have enough contacts to book performers for all the nights (we intend to help with this and have some visions we want to share)

Person Specification

- Previous experience of managing an evening venue relevant to the space you've chosen (especially the kid's space)
- Good communication skills
- Some knowledge of lighting, staging and sound though most of this will be arranged by the production team.



Important Note

Woodcraft Folk policy is for volunteers to pay for their own travel and participation to camps. This camp is run on a tight budget and in order to make it free for adult volunteers to attend we would have to make it more expensive for the young people. However, we are finding funding to reduce these costs to yourselves as much as possible. We have already had some success with this for the central programme tents and hope we can continue to find more money. If this uncertainty is an obstacle to you, please still apply but let us know in your application and we will prioritise finding funding for you.